

Council on Educational Technology

Capital School District Office
198 Commerce Way
Dover, Delaware 19904
Board Room

Meeting Minutes

Monday, April 29, 2019
12:30 PM

Members Present: Caleb Bontrager, Chris Cohan, Patches Hill, Ruth Ann Jones, Michael League, Chuck Longfellow, Alyssa Moore, Dan Shelton, Jim White, Patrik Williams, Mary Nash Wilson

Members Absent: Kristine Bewley, Jon Sheehan, and Denise Stouffer

Others Present: Tony Clemmons, Elizabeth Lewis, Randy Reynolds, Jennifer Roussell, Ben Wells

I. Opening

A. **Call to Order:** Alyssa Moore called the meeting to Order at 12:37PM

B. **Roll Call**

Alyssa Moore conducted roll call for the meeting with 11 members present (Bontrager, Cohan, Hill, Jones, League, Longfellow, Moore, Shelton, White, Williams and Wilson).

C. **Approval of Agenda**

A motion was made by Mary Nash Wilson and seconded by Patches Hill to approve the April 29th agenda. *The motion carried unanimously* (Bontrager, Cohan, Hill, Jones, League, Longfellow, Moore, Shelton, White, Williams and Wilson).

D. **Approval of Minutes**

A motion was made by Dan Shelton and seconded by Caleb Bontrager to approve the February 26th minutes. *The motion carried unanimously* (Bontrager, Cohan, Hill, Jones, League, Longfellow, Moore, Shelton, White, Williams and Wilson).

II. Action/Discussion of Development of the Purpose & Vision of the Council

A motion was made by Mike League and seconded by Ruth Ann Jones to adopt the Purpose and Vision of the Council statements drafted at the previous meeting. *The motion carried unanimously* (Bontrager, Cohan, Hill, Jones, League, Longfellow, Moore, Shelton, White, Williams and Wilson).

III. Presentation

Alyssa Moore, Mike League and Randy Reynolds presented the SCR22 Overview which included the members, goals, recommendations and a brief outcome update on where we currently stand.

IV. Discussion of Needs Assessment

First discussed was the development of the Needs Assessment: Council members; Similar Statewide Initiatives; Technical experts; Curricular experts; Operational experts (Facilities/Transportation/Nutrition staff); and End Users.

The Needs Assessment should include: Curricular, Current Assessments; Platforms; Hardware; Asset Management; Life Cycle; Bandwidth Tracking/Projected Needs; Budget (current, needed and sustainability); Current Capabilities; Staffing; Projection of Threats (long range planning); Breakdown of Equipment/Devices (owner, funding, installation and maintenance); and to determine what the baseline of service will be.

In preparation for the next Council on Education Technology meeting, each member was asked to research existing similar projects in other states for ideas to bring forward.

Discussion took place on the process of how to conduct the needs assessment: (1) develop sub-committee. The task/purpose of the subcommittee is to develop the core items to be included in a repeatable and routine assessment of Instructional Technology capabilities within the State of Delaware. Goal size is 10 people. Co-chairs: Michael League and Phil Smallwood. Representatives from: TechMACC; Digital Learning Cadre; classroom teacher; building administrator; operations; curriculum director; and DTL. (2) External evaluator; (3) Existing Data; (4) Ensure no duplication of effort; (5) Divisions/chunks of assessment; (6) Use of focus groups for certain pieces; and (7) Design should allow for reflection and planning at all Local Education Agency (LEA) levels.

V. Discussion of How to address Priority Issues

Suggestions made by the council members to address priority issues found that having a standing agenda item to review at each meeting and/or to have the priority issues listed with a potential timeline and scope to review each item monthly.

VI. Other Items for Discussion

None.

VII. Public Comment

None

VIII. Adjournment

A motion to adjourn was made by Dan Shelton and seconded by Chuck Longfellow. *The motion carried unanimously* (Bontrager, Cohan, Hill, Jones, League, Longfellow, Moore, Shelton, White, Williams and Wilson). The meeting adjourned at 2:35 PM.